

## DVR Training Grant - Information Form Instructions

### Part 1 - Student/DVR Information

- Complete this part as accurately and completely as possible.
- Make sure to include the DVR IRIS case number.
- Include the Student ID number if known; leave blank if not known.
- If the consumer is an SSI/SSDI recipient enter a Y next to the SSI/SSDI (y/n) cell. Otherwise leave it as N.
- Discuss with consumer if there will be "additional living expenses" per the definition of maintenance in the Rehabilitation Act. Enter Y or N in the appropriate cell.
- Verify the accuracy of the information with the consumer.
- Print copies for the consumer and DVR.
- Ask consumer to sign the permission for DVR and FAO to share information. If the consumer signs, check the appropriate checkbox on the electronic form.
- E-mail to FAO.
- Scan the signed copy into IRIS.

### Part 2 - School - FAO Information

- Complete school information as accurately and completely as possible.
- Add student ID number in Part 1 if blank.
- Enter the costs for the specific areas considered in developing the cost of attendance budget (a). The electronic form will automatically calculate the total cost of attendance budget (a).
- Enter the estimate of resources amounts. The electronic form will automatically calculate the total resources (b).
- The electronic form will automatically calculate the total need (c). It is calculated by subtracting total resources (b) from the total cost of attendance budget (a).
- Enter the amount by semester for each specific type of aid (d). (Total Grants, Total Subsidized Loans, Total Work Study and Total Other - Specify other.)
- Enter the number of credits per semester the student will be taking.
- The electronic form will automatically calculate the total aid offered (d).
- Print the form and have the student sign the release of information statement on the form.
- Sign the printed form if sending the printed version to DVR or e-mail the form to the DVR email address listed in Part 1. (No signature is needed when e-mailing the form to DVR.)

### Part 3 - DVR Training Grant

- The electronic form will automatically calculate the unmet need (e) by subtracting the total financial aid (d) from the total need (c).
- The DVR Training Grant information will also be automatically calculated and applied to unmet need and/or loans and distributed for each semester by the electronic form.
- DVR staff are to enter any additional disability related costs not covered under Disability Related Expenses in Part 2, (a) Cost of Attendance Budget.
- The electronic form will calculate the maximum SSI/SSDI Disability Offset for SSI/SSDI recipients. The actual amount of the DVR SSI/SSDI Disability offset to be provided to a DVR consumer who is an SSI/SSDI recipient will be: the total Cost of Attendance Budget, minus (-) the total FAO Aid, minus (-) the Family/Parent contribution, minus (-) the total DVR Training Grant, **OR**, the Student Contribution listed in Part 2, Estimate of Resources, **whichever is lower**. If the Cost of Attendance Budget is inflated, due to the consumer's choice to attend a more expensive school, DVR staff are to review the case and consult with DVR management to determine if the calculation for the SSI/SSDI Disability Offset should be adjusted to reflect the lower Cost of Attendance Budget at an available public institution.
- DVR staff must review the form for accuracy. If any error messages are displayed in the electronic form or calculations do not make sense, contact the financial aid office and/or the VR supervisor before signing the form.
- DVR staff must review the form with the consumer and ensure that the awards will meet the consumer's IPE vocational needs. How the calculations are made must be explained to the consumer and the implications of different scenarios. The exception process must be explained to the consumer and the appeal process.
- Print the form and sign it and give a copy of the signed form to the consumer.
- E-mail the completed form to the appropriate FAO contact person (no signature is needed when e-mailing the form to FAO).